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DD/S 63-5030

26 November 1963

OSM

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Actions of Interest to the Office of the Director

1. This memorandum is for information and lists all current actions of the Office of Security in which the O/DCI or O/DD/S either has or should have a particular or special interest.

I. OS Actions Resulting from [] and Correlated Developments:

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A. Personnel Security Reviews within CIA.

After the revelation of [] a review of the personnel security procedures of CIA was conducted by the Office of Security. Following this, the Inspector General effected a survey to determine whether CIA regulations and procedures for maintaining personnel security are (a) adequate; (b) known, understood, and followed; and (c) effective. Both the OS review and the IG survey of CIA personnel security are completed. The findings have been studied and the Office of Security is proceeding internally with plans to translate the findings, conclusions, and recommendations into actions. These actions will include modification of regulatory and official issuances on security to heighten emphasis on supervisory responsibilities, to standardize procedures for employees reporting their absences, to improve communications with persons returning from overseas assignments. In addition, security indoctrination and reindoctrination programs will be reviewed to assure adequate coverage of the supervisory role in security.

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B. Personnel Security Reviews within Community.

25X1. Following [] the DCI held various discussions with senior officials of the community concerning personnel security procedures; these will undoubtedly continue. Among the noteworthy developments so far are these:

(1) All military and civilian employees of the Department of Defense assigned to NPIC are now being security investigated and processed in the same manner as CIA personnel.

(2) The Director of Security has been designated by the DCI to assist the Department of Defense in its study of personnel security being undertaken by the Assistant Secretary of Defense (Manpower).

As other actions and developments occur, they will be reported.

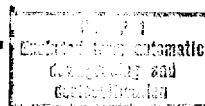
C. Formal Agency Damage Assessment []

25X1 Case. Efforts to assess the damage to CIA information, intelligence, and sources and methods resulting from [] are being coordinated by the Office of Security. On 13 November a meeting of representatives of OCR, OCI, OSI, CI Staff, FDD, OO, and OTR was called by the Director of Security to plan a formal Agency-wide damage assessment program on the case. Each CIA component originating documents possibly seen [] has been sent a list of such documents together with damage assessment forms, and the review is now proceeding on a uniform basis throughout the Agency. A preliminary damage assessment was reported on 20 November. Separate reports from the components will be received by the Office of Security. They will be integrated and a final report prepared for the DCI. Expected date of completion of study: 1 January 1964.

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II. OS Actions Resulting

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The Office of Security is coordinating an Agency-wide review of the techniques and procedures used for the handling and accountability of Top Secret and Code-Word materials within CIA. A large number of questionnaires have been prepared and circulated to Agency personnel having document control responsibilities and to selected users of the information involved. Several categories of sensitive intelligence are involved, and separate questionnaires have been prepared for each category. When returned, the questionnaires will be tabulated and analyzed. In addition, actual inspections of procedures must be accomplished before recommendations for changes are made. Because of the scope and size of the study, a deadline of no earlier than 1 April appears reasonable.

III. OS Actions Resulting from Programs of the Security Committee, USIB:

A. Review of the Procedures and Standards within the Intelligence Community for the Control of Sanitization and Downgrading of Sensitive Intelligence. The Security Committee has completed its review of the procedures for the sanitization and downgrading of COMINT and T-KH materials. A final proposed report of the Committee to the Board is now being coordinated with the SIGINT Committee, the Committee on Overhead Reconnaissance (COMOR), and the Guided Missile and Astronautic Intelligence Committee (GMAIC) of the United States Intelligence Board. Completion of coordination action by 6 December has been requested, and a report to the Board as of that date is contemplated. A working group of the COMOR Committee, including representatives of the Security Committee, has been formed and has initiated a detailed and comprehensive review of the downgrading and sanitization procedures as promulgated by COMOR. The completion of this review is contemplated within 90 days and will be the subject of a separate report to the Board.

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IV. OS Actions Resulting from Executive Director's
Action Memoranda, Intra-Agency or Inter-Agency Requests:

A. Index Project, Security Records

Division. Memorandum from the Deputy Director for Support for Deputy Director of Central Intelligence, dated 18 November 1963, subject: Index Project, Security Records Division, Office of Security, recommended approval of subject project. The purpose of this project is to convert to machine language the 1,700,000 3 x 5 indices cards in the OS(SRD) index via the punch-card route to magnetic tape. The program would utilize project personnel without regard to ceiling considerations during FY-64 and FY-65. This project was approved by the Executive Director for the Deputy Director of Central Intelligence on 20 November 1963. Actions are now in process to obtain space, recruit contract personnel and determine availability of FY-64 funds for this project.

B. Security Reindoctrination Program.

Designed to alert all Agency employees to the recent techniques and tactics of the opposition, particularly the Soviet Intelligence Service, to penetrate the Agency, the Security Reindoctrination Program #2 is now under construction. It will stress the security responsibilities of the supervisor. It is planned that the program will be ready for preview by the DD/S and other appropriate senior officials by the middle of January 1964.

C. Revision of Professional Recruitment

Brochure. Memorandum from the Deputy Director for Support, dated 18 November 1963, subject: Revision of Professional Recruitment Brochure, requested comments and suggestions from the

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Office of Security not later than 2 December on the brochure. Comments are now being obtained and action will be completed by close of business 29 November 1963.

D. Bureau of Budget Briefing. Information has been received from Mr. John Clarke, Chief, Budget Division, that the Bureau of the Budget will be interested in reviewing policy, personnel and budget aspects of security systems within CIA from "the standpoint of proliferation." Mr. Don Smith of the Bureau of the Budget is said to be preparing a list of questions to be answered by the Director of Security in briefing Mr. Smith on this matter sometime during December 1963. A committee in the Office of Security has been organized to staff out Mr. Smith's requirements as soon as they are received.

E. Integration of Employee Information Influencing Personnel Actions. By 24 October 1963, the Personnel Security Division had completed its review of all security files in the Agency and forwarded to the Office of Personnel information relevant to the purpose of records integration. The machinery has been established to continue the flow of such in the future.

F. Study of Industrial Security. While the major responsibility for relationships with contractors rests with the Office of Logistics, the Office of Security will shortly conduct a comprehensive and long-range study of the security aspects of all such relationships. All components involved with contractors will be contacted for assistance and information in an effort to improve on industrial security programing which gets central direction from the Office of Security while operating in a necessarily decentralized fashion.

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V. OS Actions of Coordinating Nature with Other
Offices Having Action Responsibilities:

A. As a result of Action Memo No. 315, dated 19 November 1963, subject: Review of Agency Use of Cryptonyms, the CI Staff is doing a study toward which this Office will be asked to make a contribution.

B. The Medical Staff has the action on a study of psychological testing [redacted]

[redacted] The Office of Security has been asked to provide advice and will continue to do so.

C. This Office is working closely with the DD/P (the action office) in preparation of a response to a memorandum from Mr. McGeorge Bundy, Special Assistant to the President, which

[redacted]

measures. The deadline for the reply by the DCI is 15 January 1964. At the request of the DD/P, this Office has prepared a draft of a proposed reply to Mr. Bundy for the DCI's signature which is now being coordinated within the U.S. Intelligence Community by the DD/P.

2. All actions noted above are being watched carefully to assure proper coverage, speed of handling, and proper coordination.

[redacted]
R. L. Bannerman
Director of Security

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